

Report for the Library Sub Committee 3rd June 2019.

Subject: Library update and items for consideration.

From: Head of Administration and Library Services.

1. Cornwall Council performance report:

The aim of the report is to summarise the services that the Library and Information Service provides to its customers and the difference between the months.

The following data shows the difference between February when operated by CC and March and April when STC took over, the data covers all issues, activities attended, footfall etc:

Month	All Issues	New Borrowers	Activities	Footfall	Public Network Users
February	4,443	60	97	3,338	239
March	4,967	30	140	3,680	298
April	4,881	52	30	4,128	292

The following data shows the difference between February when operated by CC and March and April when STC took over, the data covers all fees and charges:

Month	Fines & Charges Waived %	Waived Total	Fees & charges Paid
February	20.89	£23.25	£88.05
March	54.51	£92.60	£77.29
April	29.72	£58.05	£137.30

2. Cornwall Council Funds:

CC offered £500 to contribute towards the loading capacity survey for the cost of the mezzanine floor. STC received the PO now to raise an invoice in order to receive funds.

CC offered £15,000 to contribute towards the replacement windows, Catherine Thomson is currently drafting a funding agreement to be entered between STC and CC. The grant outcome will be refurbishment or replacement of the windows to weatherproof the library building, with all necessary permissions and consents to undertake the works to be the responsibility of STC. However, before this can be complete there will need to be a reference to when STC intends to undertake the work, so that the grant can be released at the appropriate time. Therefore, members need to consider timings so that this can be incorporated into the agreement.

CC offered £30,000 to contribute towards the roof works, this is now in progress with CC Finance, there is nothing STC need to do at this stage.

3. Questionnaires:

PowerPoint presentation created by the Senior Library and Information Assistant.

4. Mezzanine floor:

The Building Consultant is awaiting a response from the engineer to arrange a site visit to take up part of the flooring to investigate the joists.

Estimated costs: £150 - £200.

We have received a couple of enquiries regarding bookings i.e. The Bridges Painting Group to display 30 to 40 paintings for a period of 4 weeks on a commission basis. Members to consider bookings and percentage of commission.

The Great War Committee are currently taking their Great War Exhibition around Saltash and would like to use the library as another one of their locations for an agreed period of time.

Saltash Neighbourhood Plan are currently looking at locations to hold their consultation and are considering the mezzanine floor or the main body of the library building for an agreed period of time.

5. Library Walk-Through:

A walk-through session at the library took place highlighting the following areas for consideration:

- Deep clean including the rafters.
- To re felt all seven noticeboards and one column.
- Replace two columns of felt with MDF sheets (inhouse) to be used for schools to decorate.
- To use the hire of the carpet cleaner for the rugs if unsuccessful replace three rugs.
- Bean bags/soft seating and cushions for the children's section.
- Chalk board stand to be displayed at front of the library outside.
- Five computer chairs.
- To paint all five doors white.
- To paint behind the information desk.
- To replace the glass Lego display cabinet with an appropriate child friendly display cabinet.
- Easy store bags for the Lego club.

Final costings are yet to be obtained.

Budget Availability: General Repairs & Maintenance - £2,799
Replace Equipment - £991.67

Members may wish to consider the following items at precept stage:

- Twenty bookshelves on wheels (possibly inhouse work).
- 15 wall shelves (possibly inhouse work).
- Read and learn rug children's section.
- Children's book browsers.
- Children's activity table and chairs.

6. Heating System:

Jackman Peckover carried out a site inspection and recommend the following works:

- There is a lot of combustible materials within the plant room, these needs removing.
- The new gas pipework and isolation valve has **Not** been marked for gas; ID tape needs to be fitted.
- The Flow thermostat on the low loss header is loose, this requires further investigation.
- High level Auto Air Vent above the heating pump set is showing signs of leakage and corrosion and will require replacement.
- There is no filling loop on the MCW supply where it attaches to the heating pipework, this contravenes water regulations as there is a risk of the treated heating water contaminating the mains cold water supply
- Pipe lagging is missing from the MCW supply to the water heater at high level, the heat being generated from the boilers is causing the cold water temperate to increase.
- No earth cross bonding on the gas pipework.
- The plant room floor is exposed wood flooring this is a potential fire hazard, recommend that the floor is fire boarded.
- The pipework that passes through the plaster board plant room wall has not been sealed, the wall is a fireproof wall, the integrity of the fire proofing is reduced, therefore the pipes need sealing around the gaps.
- There are holes in the in the plaster board wall, these need filling.
- To carry out an inspection of all radiators to ensure the system is in good working order for the winter.

Costs to be provided by the Building Consultant at the Property Maintenance Sub Committee.

Budget Availability: Boiler Service and Maintenance - £2,111.00

7. Staff Uniform:

Members to consider uniform options for library staff. Guildhall staff currently wear either navy skirt or trousers, navy and white top and cardigan.